



Four Oaks Court Association



## **ARCHITECTURAL/LANDSCAPE ALTERATION REQUEST FORM**

ARCHITECTURAL/LANDSCAPE ALTERATION REQUEST FORM (Arch form) be submitted to the Architectural Control Chairperson. This includes but not limited to the following:

- Alterations / installations that affecting the building's appearance
- Alterations / installations that affects the appearance of the landscaping
- Cable TV, satellite, low voltage and Telecom installations
- Landscaping on Four Oaks Court Association common areas
- Gas or electrical line installations
- Landscaping that affects the maintenance of the property
- Window and door installations
- Gutter installations
- Realtor for sale sign

The Four Oaks Court Association Board of Directors will provide a written, email or personal respond to all Architectural /Landscape Alteration Request within 60-day of receipt of the Architectural / Landscape Alteration Request & Approval Form. The response either will be approved, denied or a request for more information.

If approved all work must be completed within 90 days of approval.

Please be advised any landscaping alterations requiring modification to the irrigation system will be the financial responsibility of the homeowner.

If you have any questions, please do not hesitate to contact the Architectural Control Chairperson or the Property Management Company.

For your convenience the following Four Oaks Court Association rules have been included. Please consider these when filling out the Architectural / Landscape Alteration Request & Approval Form.



## Four Oaks Court Association



### **ARCHITECTURAL/LANDSCAPE ALTERATION REQUEST FORM**

#### **FOUR OAKS COURT ASSOCIATIONS RULES**

As pertains to the Architectural / Landscape Alteration Request & Approval Form

#### **VIII. ARCHITECTURAL DESIGN**

8.1 All requests for changes affecting the unit exterior must be submitted in writing to the Architectural Control Committee (“ACC”) chairperson, along with full details of the request. No oral requests will be accepted.

8.2 Approval of any project by the Association does not waive the necessity of obtaining the required governmental permit(s).

8.3 Obtaining governmental permit(s) does not waive the need for Association approval.

8.4 Standard specifications have been developed and approved by the ACC and the Board and are on file regarding colors for painting and/or staining of front doors, patios/decks, and entrance stoops.

8.5 Only exterior materials existing on the primary structure and compatible with the architectural design character of the community will be approved.

8.6 For major structural changes, such as decks, porches, etc., the following may also be required by the ACC:

(a) Letter containing detailed written request.

(b) Preliminary drawings containing floor plans, elevations, landscape plans, and/or construction schedule.

8.7 Construction must be commenced within one year after approval from the ACC or approval of the request will be withdrawn. Completion of the project must occur within six months after commencement of the project.

8.8 Resident must be in good standing with the association for approval. All monies owed the association, dues and or assessments must be paid to date to be in good standing.

#### **II. COMMON PROPERTIES**

2.1 All plants, topsoil’s and humus are to be left undisturbed. Cutting or digging up of plants, trees or shrubs is not allowed.

2.2 The Common Properties shall be kept clean and free of debris. Glass containers are not permitted on the improved Common Properties including the tennis court. Persons utilizing the Common Properties after 10:00 p.m. shall refrain from loud and boisterous activity.

#### **IV. SIGNS**

4.1 No sign of any kind shall be displayed to public view, including “For Sale” or “For Rent” signs. Exceptions: A single “Open House” sign, not to exceed 3’x3’ in size, may be posted for a period of not more than four hours per day, and “Garage Sale” signs which may only be up during the daylight hours.



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All architectural and landscape alterations must be in accordance with and be complimentary to the Master Landscape Plan and be approved by the Four Oaks Court Associations Board of Directors. ***If plans are approved, the homeowner agrees to accept responsibility for all maintenance.***

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Description and reason for proposed alteration:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work will be done by: Self  Outside Contractor

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Competition date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Company Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Phone: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

*Homeowners must be in good standing with the association for approval.  
All contractors must have current insurance certificate and licenses filled with the property manager prior to beginning work.  
A permit must be filed with the City of Eagan Minnesota where applicable.  
All work and materials must comply with current building codes.  
A working copy of plans must be submitted with this form (if applicable)*



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**Please submit form to:** **Matt Johnson Architectural Chairperson**  
**[fouroaksarc@gmail.com](mailto:fouroaksarc@gmail.com)**  
or  
TCO Management Office  
**[bill@tcopros.com](mailto:bill@tcopros.com)**

Architectural committee comments: \_\_\_\_\_

Homeowner's Signature: \_\_\_\_\_

Approved  Denied

Reason for denial:

\_\_\_\_\_  
\_\_\_\_\_  
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Four Oaks Court Association authorized signatures: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_